

North Carolina Agriculture Cost Share Program Review Summary  
(April, 2017)

County	Carteret	Date of Previous Review/Report	December 2005
District Staff Name(s)	Todd Kelly	Date	4/28/17
NRCS Staff Name(s)	none		
Division Representative(s)	Kristina Fischer, Kelly Hedgepeth		
Additional Participants	Chairman Herbert Page		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
When do you schedule your board meetings?				X	Fourth Wednesday of the month at 7pm.		X			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	The meeting notice is posted at the courthouse at the beginning of the year. They also spread by word of mouth.		X			

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<i>When do you develop a conservation plan for a potential applicant?</i>				X	Staff will have a site visit and access resource concerns. At that point will start developing a conservation plan.		X			
<i>How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?</i>				X	Yes, during a site visit.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Yes		X			
<i>Are application decisions/motions recorded in the board minutes?</i>				X	Yes, see May 25, 2016		X			
Because applicants are limited when applying for incentive BMPs, how does your district track the applications for incentive BMPs? Is your district using the self-certification form provided by the division to track incentive BMPs.				X	The staff know the producers and the caps. They also use the self-certification form.		X			
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	The staff know the producers and the caps. They also use the self-certification form.		X			
If multiple partners farm together, how does the district track individual applicants as one operation?				X	The staff know the producers. There are only a few producers in the county. They are also aware of the self-certification form.		X			

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Once applications are approved, how do you develop a contract?				X	Contracts are developed with the application if they rank.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	Staff goes out in person with the producer and reviews the contract.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	District staff calls the producer.		X			
What information do you provide the applicant?				X	Staff gives a copy of the contract, policy and design for the practice.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	yes		X			
<i>Are contract decisions/motions recorded in the board minutes?</i>				X	yes		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Presented to the board at the meeting and the member abstains from voting on any contract that they have direct interest.		X			

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Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes, May 25, 2016		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?				X	Staff is on site during construction and throughout the process.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.				X	The interim performance milestone is reviewed at the meeting.		X			
Is the district recording 6-month extensions in the board minutes?				X	The board has not had to grant a 6-month.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?				X	Staff usually documents the visit in the folder.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Staff makes notes in the folder when certified prior to board meeting.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	District has not had a lot of actual cost BMPs but does keep receipts when necessary.		X			

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Are request for payments reviewed and approved by the board as a separate action item?				X	Yes		X			
If the BMPs are not installed by the end of the third program year per Commission policy, how does the district request a one-year extension?				X	The district has never requested an extension but knows the policy.		X			
<i>Are payment decisions/motions recorded in the board minutes?</i>				X	yes		X			
<b>Section 2: Spot Checks and Compliance Issues</b> Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
<i>Who participates in annual spot checks? When are they conducted?</i>				X	Staff usually has at least two supervisors and staff do site-checks.		X			
How does the district select which contracts to spot check?				X	Staff picks randomly the required amount needed and adds other contracts.		X			
<i>Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWQ.</i>				X	NA		X			
How does the district review five percent of all waste utilization plans?				X	NA		X			


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How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	District will contact area office or division for a spot check. All BMPs that fall under this category have been spot checked at this point.		X			


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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation" How does your district notify individuals that have destroyed or mismanaged a BMP?				X	The staff discusses any non-compliant issues with the board and then sends a letter to the producer. Staff is aware of the compliance policy and will be sure it is followed if there are future issues.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	The supervisors are notified at the board meeting.		X			
When does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept with the CPO?				X	Yes, a notice is sent to the producer when issues are found.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	The BMP was repaired.		X			
Is the district notifying the division of non-compliance and resolutions?				X	The district will notify the division staff.		X			
<b>Section 3: Record Keeping</b> Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										

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How does the district track BMP funds?				X	The district uses CS2.		X			
How does the district use the division on-line (website) reports?				X	Yes.		X			
How are your BMP funds audited? What is the date of the last audit? Who performed the audit? Was the BMP audit form completed and notarized?				X	The board does the audit in May and it is notarized.		X			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	All TA and operating funds go to the county. The county has an outside audit company that performs the audit.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Todd Kelly		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	All TA and operating funds go to the county. The county has an outside audit company that performs the audit.		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?	X				The district has a checking account for matching funds. The district board follows procedures required by LGBFCA. Last year, the board completed an internal audit that was signed off by three board members.		X	The division commends the board on following the procedures required by LGBFCA.		



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How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?				X	Tracking form for time is submitted quarterly.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position?				X	The JAA is kept in the office and is provided through the NRCS database.		X			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				X	All District Supervisor Disclosure forms are loaded into sharepoint annually.		X			
<b>Section 4: Contract Reviews and Site Visits</b> Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										

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Contract Number: 16-2009-002 Applicant Name: George Tootle BMP: Pasture Renovation 			X		The file was not available. But the BMP was in place and functioning as intended. The district staff should re-create the file.	X				

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Contract Number:16-2010-511 Applicant Name: Atlantic Beach BMP: Bio-retention 		X			The BMP needs maintenance. The plantings have not survived and need to be replanted.	X				
General comments		X			The division recommends a better organizational system and note taking for contracts. The division will work with staff to improve this area.	X				